

TEXAS INDIGENT DEFENSE COMMISSION
P.O. Box 12066, Austin, Texas 78711-2066 512/936-6994 FAX 512/463-5724

Indigent Defense Workshop, October 28-29, 2013
REQUEST FOR REIMBURSEMENT OF EXPENSES

NAME _____ SSN _____ Not Needed _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

PURPOSE OF TRAVEL _____

MEALS* (Itemized Receipt required: \$53.25 maximum per day – tips & alcohol not reimbursable; no reimbursement for meals provided by TIDC)

DATE	BREAKFAST	LUNCH	DINNER	SUBTOTAL MEALS
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL MEALS				\$ _____

LODGING* (Receipt required-must show \$0 balance: \$140.10 maximum per day taxes included)

DATE

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL LODGING: \$ _____

TRANSPORTATION*

	Mileage	Amount
PERSONAL CAR (Mileage must comply w/official statewide allowance) www.google.com/maps	_____	
	x 56.5¢ per mile =	\$ _____

COMMERCIAL AIRLINE* (Receipt required) \$ _____

CAR RENTAL* (Rental and gas receipt required) \$ _____

TAXI* (Receipt required) \$ _____

TOTAL TRANSPORTATION: \$ _____

OTHER EXPENSES*

PARKING (Receipts required) Airport ☐ Other ☐ -- Describe \$ _____

OTHER EXPENSES (Attach receipts and describe) _____ \$ _____

GRAND TOTAL: \$ _____

CERTIFICATION

I CERTIFY THAT THE ABOVE DESCRIBED EXPENSE IS TRUE, CORRECT, AND THAT DUAL COMPENSATION IS NOT INVOLVED IN THE ABOVE CLAIM.

(Signature)

(Date)

INSTRUCTIONS: Please complete and attach receipts. Return to the TEXAS INDIGENT DEFENSE COMMISSION at the above address.

WHAT IS AND IS NOT REIMBURSEABLE AND OTHER INFORMATION

1. AIR TRAVEL: Air travel will be on a coach/economy basis.
2. AUTOMOBILE: Attach rental and gas receipts.
3. MEALS:
 - a. **Meal receipts must be itemized.**
 - b. Meals will not be reimbursed in excess of \$53.25 per day.
 - c. No reimbursement for meals that are provided by TIDC.
 - d. Expenses related to acquiring meals. Telephone calls and/or taxis to acquire a meal are allowable expenses as long as the total expense (meals + telephone + taxi) does not exceed the state limit of \$53.25 a day.
4. LODGING: Lodging within Texas is at prevailing government rate. Reimbursement will be made for actual expenses of a single accommodation up to allowable rate of \$120 plus taxes. **A receipt with a zero balance is required for lodging.** Receipts left under your door are **unallowable, you will need to settle your account at the front desk.**
5. TIPS: Tips are not considered service charges and are not reimbursable.
6. RECREATION: Entertainment expenses are unallowable.
7. TAXI FARES: Attach receipts. Please check to see if there is a complimentary hotel shuttle.
8. MILEAGE: Mileage is calculated at the rate of 56.5 cent a mile. Mileage must comply with the official statewide allowance. Mileage must be calculated using www.google.com/maps.
9. OTHER: Bar charges, laundry charges, and personal telephone calls are examples of **unallowable items.**